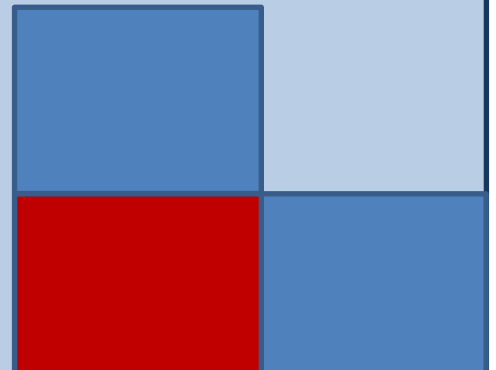




Laptop Operator

Clark County Election Department

Updated 7/31/2018



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CHAPTER 1

LAPTOP OPERATOR'S DUTIES

- Assist the Kiosk Specialist with physical part of assembling the kiosks
- Check-in voters on a laptop using the Vote Safe application
- Follow correct sequence outlined in your manual and on the Laptop Operator's Steps for Processing a Voter
- Place check-in labels on Roster
- Place registration correction labels (for COA, name misspelling or DOB correction) on the Registration Corrections form
- Complete the Removal Report form as needed
- Complete bottom of each roster page and keep pages binder clipped together. Keep roster pages with the laptop. If moving to another laptop, use the roster pages for that laptop
- Inform Kiosk Specialist or Team leader when signature does not match
- Inform Kiosk Specialist when your laptop is "Offline"
- Inform Team Leader when other messages appear on the kiosk (such as Mail Ballot Requested or ID Required)
- Inform Team Leader when unable to find the voter's name on the laptop
- Inform Team Leader if a voter asks for assistance at the voting machine
- Change label paper as needed
- Assist the Kiosk Specialist with physical part of disassembling kiosks
- Give Roster pages and completed forms to Team Leader
- Clean own area and put away supplies
- Assist with anything else the Team Leader needs to close the polling place

CHAPTER 2

Setting Up Polling Place

ELECTION DAY

Assist Kiosk Specialists (KS) in Assembling the Kiosks

At most locations there will be 2 Kiosk Specialists assigned to help you set up your kiosk in the morning, establish connectivity, log into vote safe and assist you in processing voters. The Kiosk Specialist is trained to maintain the kiosk and troubleshoot any problems you may encounter. Additionally, the Kiosk Specialist is there to assist voters with the signature tablet and provide breaks throughout the day. At the end of the day you will be asked to assist them in the disassembly of the kiosk and anything else the Team Leader needs you to do.

If your site has 2 KS, one of them will start setting up one kiosk and be working to get it up to full functionality. The other KS will walk you through setting up your kiosk. Once the kiosk is set up, the KS will log in and establish connectivity and turn the kiosk back over to you to process voters.

If your site has only 1 KS, that person will start setting up one kiosk and work to get it up to full functionality. You will need to do the following steps to assemble your kiosk. Once your kiosk is set up, step aside and review your manual for processing voters. The KS will finish establishing connectivity and logging it into voter lookup for you.

EARLY VOTING

Early Voting site kiosks will be set up by Election Department Personnel. If you are working both Election Day and Early Voting, you will be expected to be able to assist the Kiosk Specialist with setting up the Kiosks on Election Day.

KIOSK ASSEMBLY INSTRUCTIONS



Step 1- Place the case on table where you are setting up the kiosk.



Step 2- Open case. You may need To press down on the case lid to free the clasp. **(Note: for proper closing of case lid, all items will need to be organized when packing at the end of the day. Please make a mental note as you take things out.)**

Step 3- Lift foam tray out and set on the table. Watch the scanner cord. (Avoid the area where kiosk is going.)



Step 4- Set Power cord on table. Use the corner straps and lift base plate out; set on table and tuck straps under base.



Step 5- Install the scanner by inserting into USB port on base labeled "Spare". Set next to laptop.

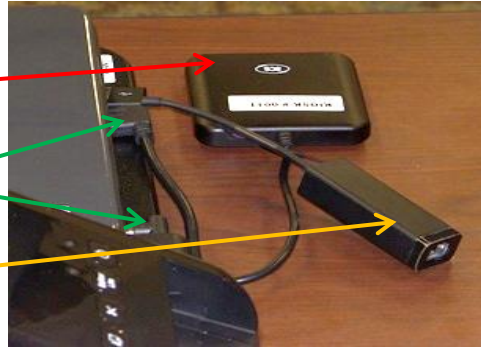


Step 6- Install the tablet stand. From the laptop side, insert notch into base slot behind label printer. Tighten Knob into base behind laptop.



Step 7- Set signature pad on table, right side of laptop. Plug power cord into receptacle slot with a yellow border.

Step 8- Place the mouse pad on either side of the laptop. Move the card activator from behind laptop to the left side. Plug in laptop power cords and the Ethernet/USB adapter (dongle)

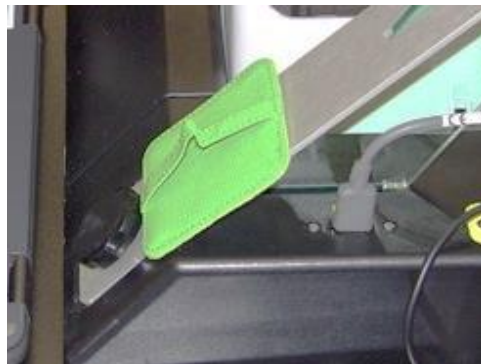


Step 9- Install stylus into holder at the top of signature pad.



Step 10- Turn on mouse. (Look for red light) Place on mouse pad.

Step 11- Place screen cleaning wipe on stand above Knob. This is just a good spot. (It's out of the way and easy to find.)



Step 12- Install power cord. Receptacle is on the front of Kiosk base, behind the label printer.

Step 13- Put the foam tray, stylus case and instructions in the case. Put the case into the large box for storage until it is time to break the Kiosk down at the end of the day.

The Kiosk Specialist will log into Vote safe and work on connectivity. At this time, review processing a voter in your manual.

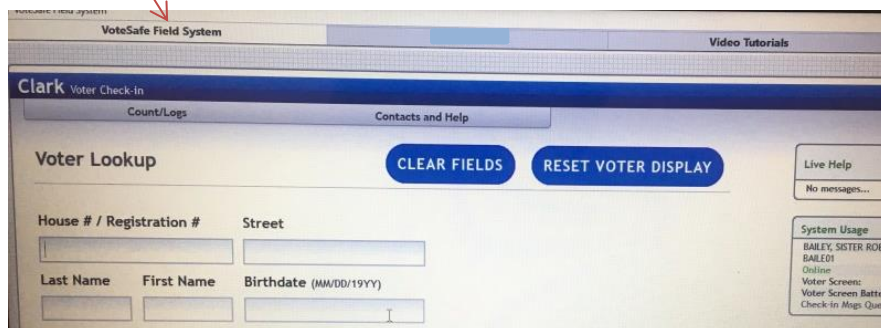
SET UP WORK AREA

1. Get the following items supplied by the Team Leader:
 - a. Laptop Operator Instructions
 - b. Blank Voting Roster Pages (1pad)
 - c. Blank Registration Correction Pages (1 pad)
 - d. Removal Report (1 pad)
 - e. Pens
 - f. Scratch Pads
2. Fill out Roster Pages (fill out a few pages before voting starts)
 - a. Site Name
 - b. Laptop Operator Name
 - c. Date
 - d. Page Number

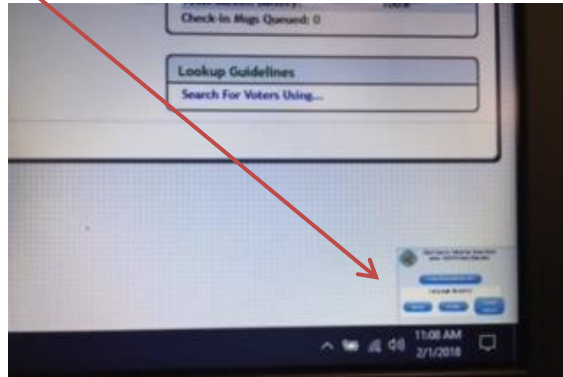
3. Take the Oath

KIOSK PREVIEW

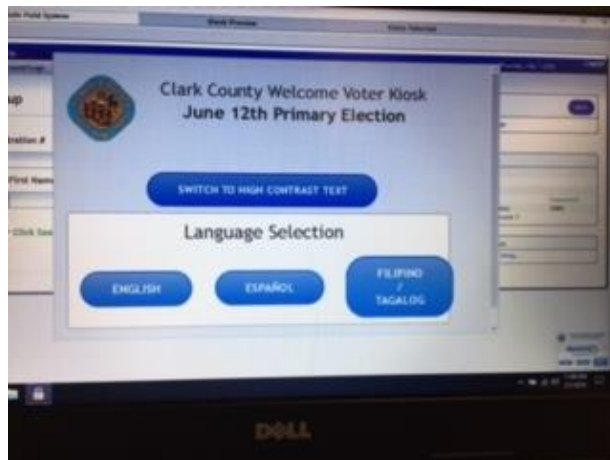
1. Click on "Vote Safe Field System" tab at top left.



1. A small display window will now appear at the bottom right of the laptop screen.



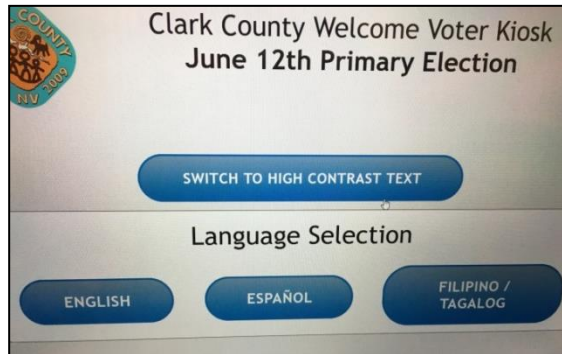
2. Hover over the small display with your mouse at any time to see a larger view of what the voter is seeing on the Signature Pad.



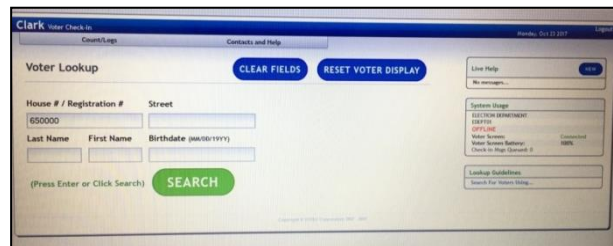
CHAPTER 3


PROCESSING A VOTER

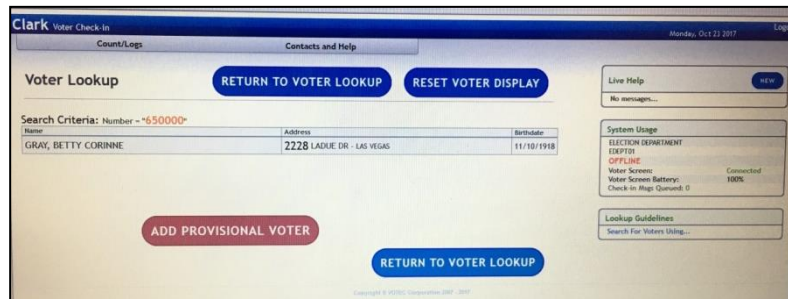
1. Greet voter and ask for voter's name
2. Voter chooses language on **SIGNATURE PAD**



3. **Bring up voter's record.** There are several ways to bring up the voter's record. *Verify the cursor is in the "House#/Registration#" field before scanning*
 - a. SAMPLE BALLOT: Scan bar code on back cover. Bar code is Voter's Registration Number. You may also type registration number
 - b. VOTER'S REGISTRATION CARD: Scan bar code on card
 - c. VOTER'S INFORMATION Type:
 - First 4 letters of last name and first 4 letters of first name **or**
 - Voter's house number and first name (first 4 letters)
 - Voter's house number and last name (first 4 letters)
 - Voter's first name (first 4 letters) and date of birth
 - Voter's last name (first 4 letters) and date of birth



4. Click green  button and a “Pick List” will appear



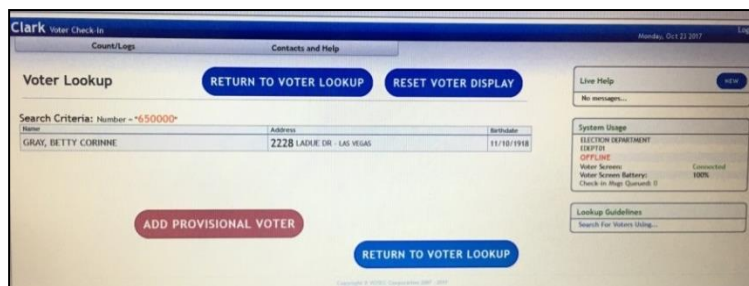
5. If several names appear on the pick list, ask for additional information:

Advise the voter “I need to confirm that I have the correct voter on my screen. Would you please provide me with more details such as the month and day of your birthdate.”

NOTE: While you are bringing up the voter’s record, the voter will see the Election Department Logo on the **SIGNATURE PAD**



6. Choose voter by clicking on name in the pick list



7. The **voter's record** called the "Verify Voter Information" screen will open

The screenshot shows a web interface titled "Clark Voter Check-In". At the top, it says "BETTY CORINNE GRAY" and "RETURN TO SEARCH RESULTS". Below this is a "Verify Voter Information" section with the following details:

Address:	2228 LADUE DR LAS VEGAS 89128		
Mailing Address:	N/A		
Birthdate:	11 / 10 / 1918	Registration Number:	650000
Predict:	3752	Party:	REP
Congressional District:	4	Municipal Code:	LAS
Ward Code:	LV1	Status:	A

Below the table is a large red box with the text "Wait while voter confirms information." and a "RETURN TO VOTER LOOKUP" button. On the right side, there is a "Live Help" button and a "System Usage" section showing "ELECTION DEPARTMENT" and "OFFLINE" status. At the bottom right, there is an "ASSIST VOTER" button.

8. **Announce** voter's name (and party in the **Primary Election**)
9. Remind voter to choose language on **SIGNATURE PAD** (if not already done)
10. The **voter will see his/her information on the SIGNATURE PAD**. The voter may choose "This is Not Me", "Yes" or "No" by touching the appropriate button. For this example, the voter chooses "Yes"

The screenshot shows a confirmation screen with a "THIS IS NOT ME" button at the top. Below it, the voter's information is displayed:

Name	BETTY CORINNE GRAY	Date of Birth	11/10/1918
Address	2228 LADUE DR LAS VEGAS 89128	Party	REP
Mailing	N/A		

Below the table is the question "Is the information above CORRECT?" with "YES" and "NO" buttons.

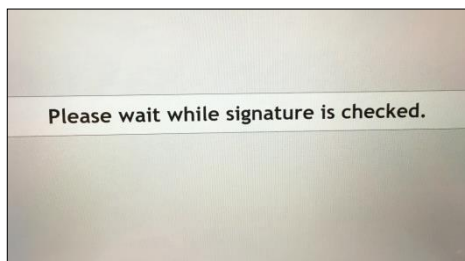
11. The voter will be asked to sign and touch "Submit" on **SIGNATURE PAD**

The screenshot shows a signature screen with a "CLEAR" button and a "SUBMIT" button at the top. Below it, the voter's information is displayed:

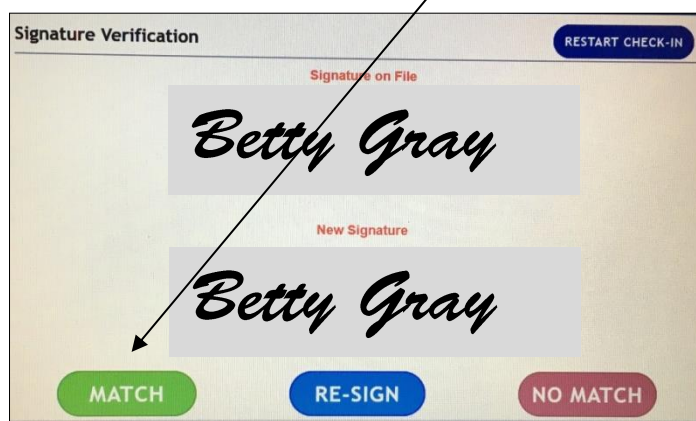
Name	BETTY CORINNE GRAY	Date of Birth	11/10/1918
Address	2228 LADUE DR LAS VEGAS 89128	Party	REP
Mailing	N/A		

Below the table is the instruction "Please sign below and touch Submit." and a signature area with the text "Betty Gray" written in cursive.

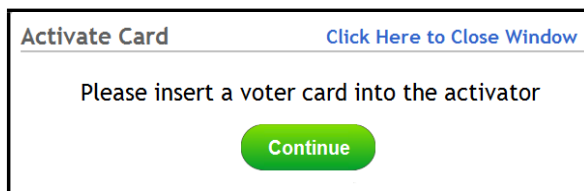
NOTE: Voter will now see the following message on the **SIGNATURE PAD**



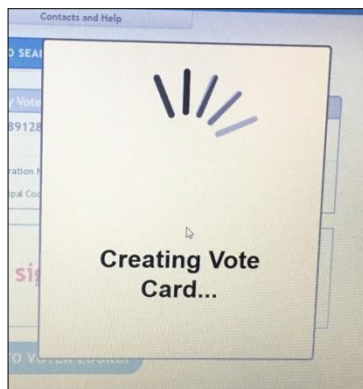
12. **Compare the signature** with the signature on file. If the voter's signature matches, **click on the "MATCH" button**. For illustration purposes, we will say that the signature matches.



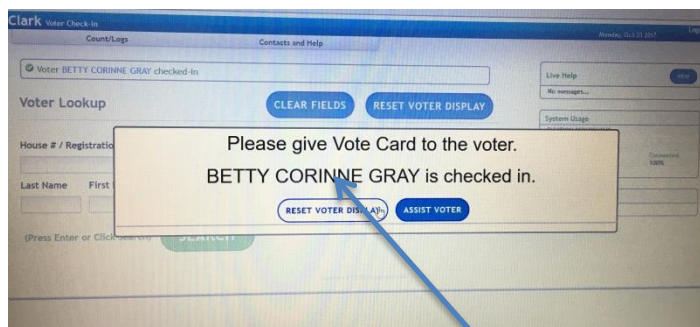
13. After you click on the "Match" button, the "Please insert a voter card into the activator" pop up will appear. **Insert a card all the way into the card activator** (with the chip up) and click "Continue"



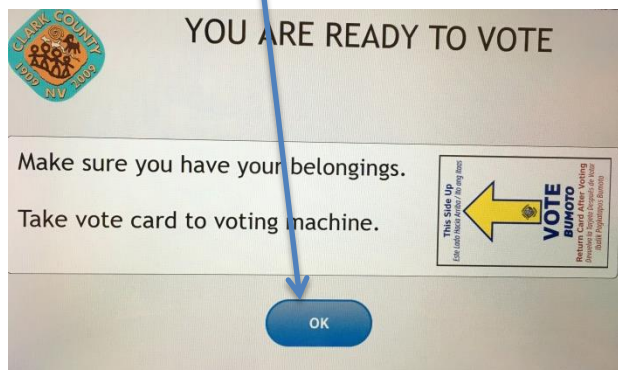
14. The voter check-in label will print and the card will activate. There is a short delay. The “Creating Vote Card” popup will appear



15. This message will appear on screen when card has been activated



NOTE: The voter will see this message on the **SIGNATURE PAD**. If the voter presses “OK”, the Kiosk display will reset for the next voter. If the voter does not press “OK”, you can reset the display from your screen



16. Place the label on the roster

The image shows a 'CLARK COUNTY ELECTION ROSTER' form. At the top, there are checkboxes for 'PRIMARY' and 'GENERAL'. Below these, a yellow 'CHECK-IN' label is pasted, containing the following text: '**** CHECK-IN ****', 'Reg # 650000', 'GRAY, BETTY CORINNE', '2228 LADUE DR LAS VEGAS 89128', 'DOB: 11/10/1918 PPC: 3752 PTY: REP', and 'EDEPT01 : 2017-10-23 09:59:14.305'. To the right of the label and below it are six rectangular boxes, each labeled 'Paste Label Here', arranged in two columns of three.

17. Give the card to voter and give following instructions:

- You may go to any available voting machine
- An Election Worker is available to assist you and provide instructions if needed
- RETURN the Card to an Election Worker when you are finished

18. You are now ready to greet the next voter

If the voter's signature does not match signature on file or no signature appears on screen, contact the Kiosk Specialist or Team Leader.

CHAPTER 4

SPECIAL CIRCUMSTANCES

ALREADY VOTED

The below screen may show up after the voter has confirmed their information on the **SIGNATURE PAD**.

LOYDA E SALABERRY [RETURN TO SEARCH RESULTS](#)

Verify Voter Information

Address: 9469 HAVASU CANYON AVE LAS VEGAS 89166
Mailing Address: N/A
Birthdate: 7/9/1943 Registration Number: 1034 Precinct: 3546 Party: NP
Congressional District: 4 Municipal Code: LAS Ward Code: LV8 Status: A

ALREADY VOTED - CALL TEAM LEADER

Date Time: 10/01 08:25
Pollplace: GALLERIA AT SUNSET - GMALL01

[RETURN TO VOTER LOOKUP](#) [REGISTRATION CORRECTIONS](#)

[THIS IS NOT ME](#)

Name LOYDA E SALABERRY Date of Birth 07/09/1943
Address 9469 HAVASU CANYON AVE Party NP
LAS VEGAS 89166
Mailing N/A

Is the information above CORRECT?

[YES](#)

The voter will then see message: “Please wait for a supervisor”

Notify your Team Leader.

ASSISTING VOTERS

If the voter asks for assistance with voting, notify the Team Leader.

In order to flag the record for assistance:

1. Click on the red “Assist Voter” button to the right of the screen

Clark Voter Check-In

Count/Logs Contacts and Help

BETTY CORINNE GRAY [RETURN TO SEARCH RESULTS](#)

Verify Voter Information

Address: 2228 LADUE DR LAS VEGAS 89128
Mailing Address: N/A
Birthdate: 11/10/1918 Registration Number: 650000 Precinct: 3752 Party: REP
Congressional District: 4 Municipal Code: LAS Ward Code: LV1 Status: A

Wait while voter confirms information.

[RETURN TO VOTER LOOKUP](#)

Live Help [No messages...](#)

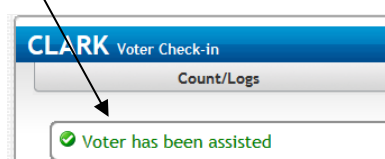
System Usage
ELECTION DEPARTMENT: OFFLINE
Water Screen: Connected
Water Screen Battery: 100%
North in Reg: Shared 0

[ASSIST VOTER](#)

2. You may also click on the "Assist Voter" button after the voter has been processed



3. The "Voter has been assisted" message will appear at the top left of the screen. Proceed with normal processing



4. The Team Leader will provide requested assistance.

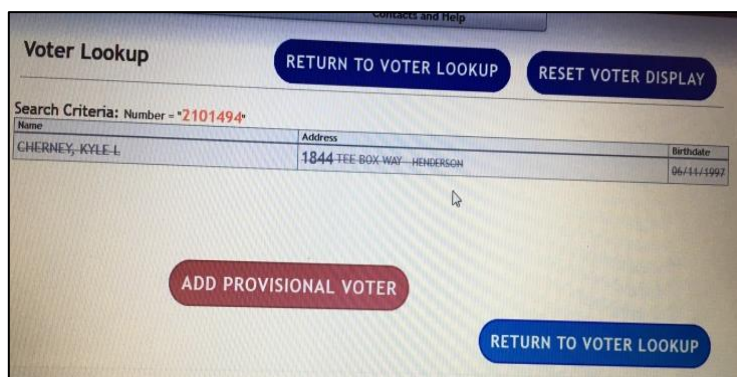
AUDIO VOTING

If a voter requests to use audio voting on the ICX voting machine, notify your Team Leader.

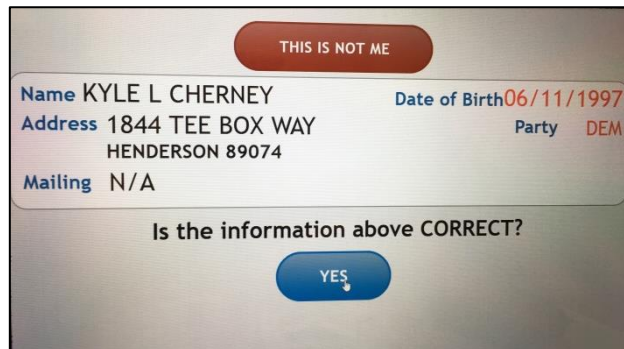
The Team Leader has specific instructions to process the voter and will instruct you in the steps to check the voter in.

CALL ELECTION DEPARTMENT MESSAGE

Voters with registration issues will also appear on the pick list with a line through the record:



The voter must confirm that you have brought up the correct record by touching “Yes” on the **SIGNATURE PAD**.



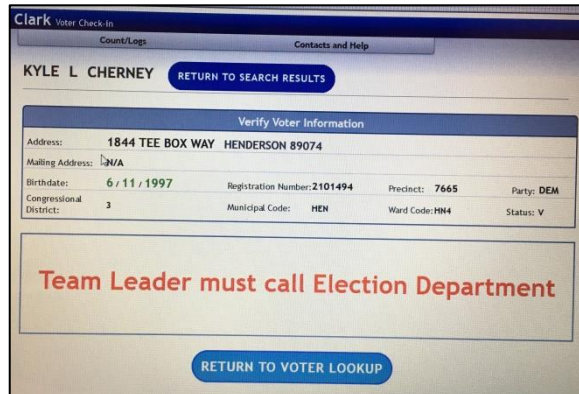
THIS IS NOT ME

Name KYLE L CHERNEY Date of Birth 06/11/1997
Address 1844 TEE BOX WAY HENDERSON 89074 Party DEM
Mailing N/A

Is the information above CORRECT?

YES

If the below message appears, you must notify your Team Leader



Clark Voter Check-In

Count/Logs Contacts and Help

KYLE L CHERNEY RETURN TO SEARCH RESULTS

Verify Voter Information

Address: 1844 TEE BOX WAY HENDERSON 89074
Mailing Address: N/A
Birthdate: 6/11/1997 Registration Number: 2101494 Precinct: 7665 Party: DEM
Congressional District: 3 Municipal Code: HEN Ward Code: HN4 Status: V

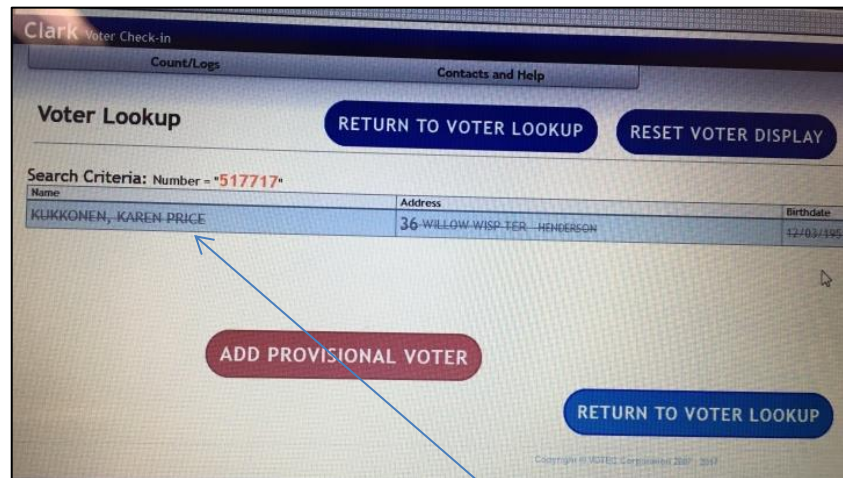
Team Leader must call Election Department

RETURN TO VOTER LOOKUP

NOTES

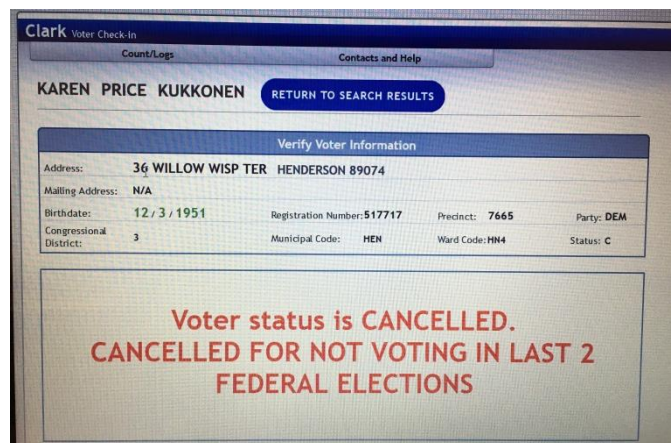
CANCELLED VOTERS

Voters who have been cancelled from the registration records will appear on the pick list with a line through the record:



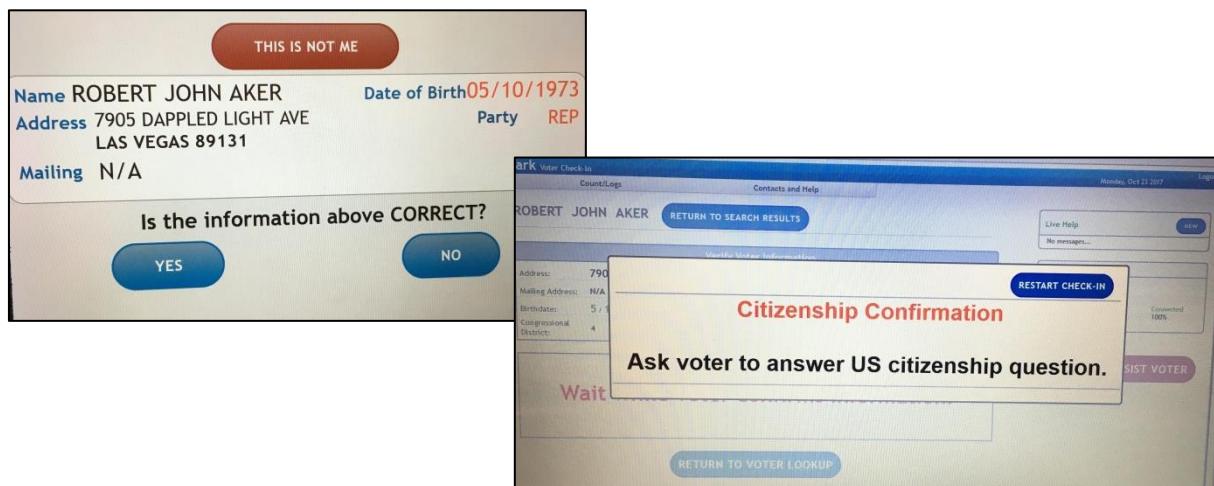
In order to see the reason a record was cancelled, click on the name. The voter must then confirm that you have brought up the correct record by touching "Yes" on the **SIGNATURE PAD**.

After voter confirms, the reason for cancellation will appear. If the voter has questions or concerns, notify your Team Leader.

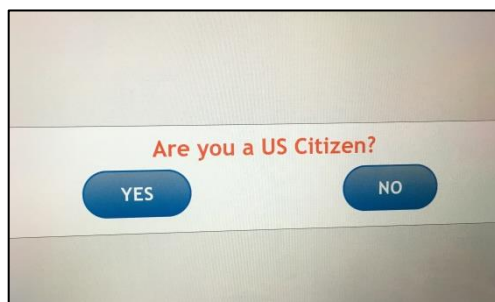


CITIZENSHIP CONFIRMATION

1. If “Citizenship Confirmation” appears on the screen, inform the voter that the box on Voter Registration Application indicating that voter is a citizen was not checked when he registered to vote. This message will appear after voter has confirmed information on the **SIGNATURE PAD**.



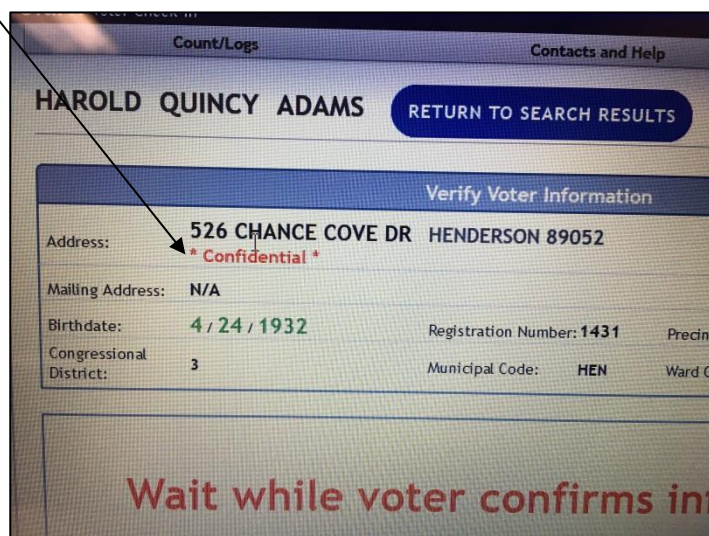
2. The voter will answer Yes or No on the **SIGNATURE PAD**.



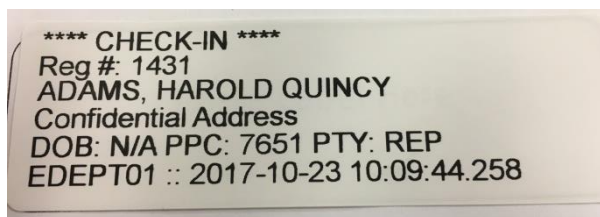
3. If the voter indicates that he is a citizen, he will then be processed normally. Voter will sign; Laptop Operator will match signature, etc.
4. If the voter indicates he is not a citizen, notify your Team Leader.

CONFIDENTIAL ADDRESS

If a voter has requested their address to be confidential, you will see “Confidential” in red below the address. Do not say voter’s address out loud.



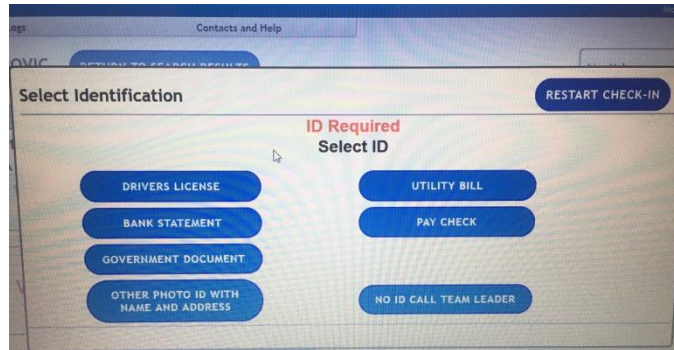
The address will not print on the check-in label. “Confidential Address” will print in the space where the address would normally be. However, the address will appear on the **SIGNATURE PAD** so that voter may confirm it is correct.



NOTE: If a confidential voter has a change of address, the new address will print on the Change of Address (COA) label.

ID REQUIRED

After voter confirms information on the **SIGNATURE PAD**, if “ID Required” message and “Select Identification” box appears, ask the voter to present a Nevada Driver’s License. Several other forms of proper ID are as follows:

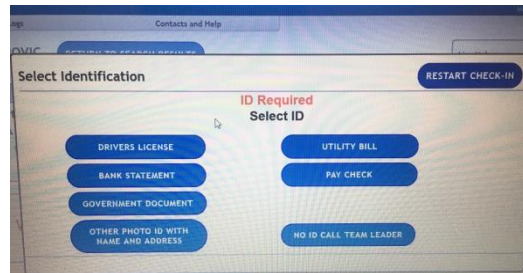


Acceptable Identification	Unacceptable Identification
Out of State Drivers License	Voter Registration Card
Nevada ID Card	Sample Ballot
Military ID (with photo)	Voting Receipt
Credit Card (with photo)	Credit Card without photo
School Card (with photo)	
Sheriff’s Card (with photo)	
Tribal Card (with photo)	
Utility Bill (with name & current Clark County address)	
Paycheck (with name & current Clark County address)	
Bank Statement (with name & current Clark County address)	
Document issued by a government entity (with name current Clark County address)	

If ID has expired but is within 30 days of expiration date, ID is accepted

VOTER HAS ID

1. If proper ID is presented, click on the type of ID voter has presented



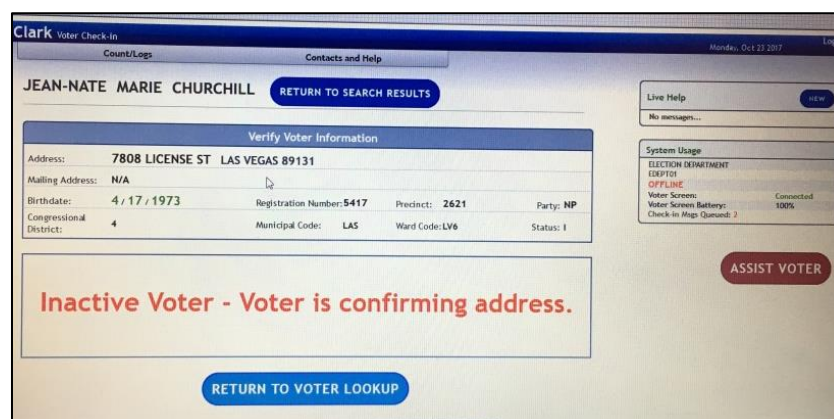
2. You may now process the voter normally. Voter will sign; Laptop Operator will compare signature, etc.

VOTER DOES NOT HAVE ID

If the voter does not have ID, notify your Team Leader.

INACTIVE VOTER

1. A message, “Inactive Voter – voter is confirming address” will appear on the screen.



- The voter will be asked to confirm if address is correct on the **SIGNATURE PAD**.

- If the voter has not moved and chooses “Yes”, the **SIGNATURE PAD** will automatically go to the signature screen and you will process the voter normally.

NOTE: A voter’s status becomes “Inactive” when the Election Dept. believes the voter has moved and has not updated his/her address.

- If the voter has moved and chooses “No” on the **SIGNATURE PAD**, the “Registration Corrections” screen will open. Type in required fields: house number, street name, city, zip. Also type in unit if applicable.

- Place a checkmark in the box if the mailing address and residential address are the same. The Mailing Address section will disappear. If the mailing address is different, enter the information in the fields provided. PO Boxes are entered in the “Street Name” field.

4. Click on the green **“Submit”** button. *In this example, only the street number was changed.*

The screen is titled "Registration Corrections:" and has a "RESTART CHECK-IN" button in the top right. It is divided into two sections: "1. Name:" and "2. Address:". The "Name" section includes fields for Last Name (AGUILAR), First Name (STEVEN), Middle Name (GARCIA), Suffix (---), and Date of Birth (04/14/1959). It also shows "Duplicate Voter Registration Number" and "Voter is 58 years old". The "Address" section includes fields for Number (7724), Dir (), Street Name (WHITE FLOWER), Type (CT), Unit (), City (LAS VEGAS), and Zip (89131). There is a checkbox for "Check if Mailing Address is same as Residential Address" and "CANCEL" and "SUBMIT" buttons at the bottom.

5. The “Finding Street Matches” pop up will come up and the possible address matches will open up. If the address is listed, click on the “Choose” button. Make sure to click on appropriate street direction (east, west, etc.) if applicable and on proper type (dr, st, etc.) if more than one option appears. If the address is not listed, click on the red “Edit Address” button to edit the address entered.



The screen displays the message "Please choose address correction" and "Ask voter to verbally re-confirm address". Below this is a table with the following data:

Address	Precinct
7724 WHITE FLOWER CT, LAS VEGAS 89131	2621

There is a "CHOOSE" button next to the address in the table and an "EDIT ADDRESS" button at the bottom right.

6. The voter will sign to confirm the updated address information and touch submit on the **SIGNATURE PAD**:

The screen has a "NOT CORRECT" button in the top left, and "CLEAR" and "SUBMIT" buttons in the top right. It displays the following information:

Name STEVEN GARCIA AGUILAR Date of Birth 04/14/1959
Address 7724 WHITE FLOWER CT LAS VEGAS 89131 Party DEM
Mailing N/A

Below this is a section titled "If the revised information is correct" followed by a large empty box for a signature.

7. The “Voter Registration Corrections” label will print. Place label on Registration Corrections Form

REGISTRATION CORRECTIONS	
*** VOTER REGISTRATION CORRECTION *** Reg #: 2352 - DOB: 04/14/1959 AGUILAR, STEVEN GARCIA 7724 WHITE FLOWER CT LAS VEGAS 89131 BAILE01 - 2017-11-20 10:44:23.237	Paste Label Here
Paste Label Here	Paste Label Here

8. The voter will now sign on the **SIGNATURE PAD** (this signature is for voting) and you can now process the voter normally. Since the voter is voting today in the precinct he is currently registered, the old address will appear on the screen. The address update will not take effect until the next election.

Name STEVEN GARCIA AGUILAR	Date of Birth 04/14/1959
Address 7720 WHITE FLOWER CT LAS VEGAS 89131	Party DEM
Mailing N/A	

Please sign below and touch Submit.

9. After the voter has signed and the Laptop Operator has matched the signature with the one on file, the card will activate and a check-in label will print. Place this label on the roster.

CLARK COUNTY ELECTION ROSTER	
<input type="checkbox"/> PRIMARY	<input type="checkbox"/> GENERAL
**** CHECK-IN **** Reg #: 650000 GRAY, BETTY CORINNE 2228 LADUE DR LAS VEGAS 89128 DOB: 11/10/1918 PPC: 3752 PTY: REP EDEPT01 :: 2017-10-23 09:59:14.305	Paste Label Here
**** CHECK-IN **** Reg #: 1431 ADAMS, HAROLD QUINCY Confidential Address DOB: N/A PPC: 7651 PTY: REP EDEPT01 :: 2017-10-23 10:09:44.258	Paste Label Here
**** CHECK-IN **** Reg #: 2352 AGUILAR, STEVEN GARCIA 7720 WHITE FLOWER CT LAS VEGAS 89131 DOB: 04/14/1959 PPC: 2621 PTY: DEM EDEPT01 :: 2017-10-23 10:52:06.9	Paste Label Here
Paste Label Here	Paste Label Here

MAIL BALLOT REQUESTED

1. After voter confirms information on the **SIGNATURE PAD**, a pop up will appear with a message saying that voter requested a mail ballot

THIS IS NOT ME

Name KARYN LYNN ABBINETT Date of Birth 06/03/1948
Address 5613 SAN ARDO PL Party DEM
LAS VEGAS 89130
Mailing N/A

Is the information above CORRECT?

YES NO

Authorization RESTART CHECK-IN

Mail Ballot Requested

Name JOHN
Pass Code *****

SUBMIT

2. Tell the voter to please wait, and notify your Team Leader. The Team Leader will instruct you in the steps to process this voter.

MAIL BALLOT UNDELIVERABLE

1. Voter will be asked to confirm address on the KIOSK. If the voter has not moved, he will select the "YES" button. The KIOSK will automatically go to the regular signature screen and you may process the voter normally. The Undeliverable flag will automatically come off his record for the next election.

THIS IS NOT ME

Name DANIEL R ACUNA Date of Birth 11/24/1971
Address 2121 ECHO BAY ST UNIT 101 Party REP
LAS VEGAS 89128
Mailing N/A

Records indicate your ADDRESS may be incorrect.

Is the information above CORRECT?

YES NO

Clark Voter Check-in

DANIEL R ACUNA RETURN TO SEARCH RESULTS

Verify Voter Information

Address:	2121 ECHO BAY ST UNIT 101 LAS VEGAS 89128		
Mailing Address:	N/A		
Birthdate:	11/24/1971	Registration Number:	741
Congressional District:	4	Metropolitan Code:	LAS
		Word Code:	094
		Party:	REP
		Status:	A

Mail Ballot Undeliverable - Voter is confirming address

RETURN TO VOTER LOOKUP

Message on Laptop screen

2. If the voter has moved and selects "No", the "Registration Corrections" screen will open showing the current address.

3. Type in the new address. Type in required fields: house number, street name, city, zip. Also type in unit if applicable

Registration Corrections: RESTART CHECK-IN

1. Name: COMPLETE

Last Name: ACUNA First Name: DANIEL Middle Name: R Suffix: --- Date of Birth: 11/24/1971
MM DD YYYY
 Duplicate Voter Registration Number:
 Voter is **45** years old

2. Address: COMPLETE

Number: 5500 Dir: Street Name: DURANGO Type: Unit: City: LAS VEGAS Zip: 89119

☐ Check if Mailing Address is same as Residential Address

Mailing Address If Different: COMPLETE

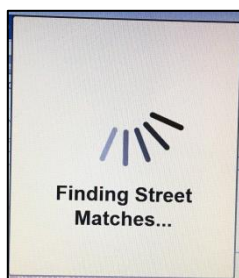
Number: Suffix: Street Name: PO BOX 1234 Unit: City: LAS VEGAS
 State: Zip: Country: UNITED STATES
 NV 89110

CANCEL SUBMIT

4. Place a checkmark in the box if the mailing address and residential address are the same. The Mailing Address section will disappear. If the mailing address is different, enter the information in the fields provided. Enter PO Boxes in the "Street Name" field.

5. Click on the green "Submit" button. *In this example, the voter also had a mailing address update*

6. The "Finding Street Matches" pop up will come up and the possible address matches will open up. If the address is listed, click on the "Choose" button. Make sure to click on appropriate street direction (east, west, etc.) if applicable and on proper type (Dr, St, etc.) if more than one option appears. If the address is not listed, click on the red "Edit Address" button to edit the address entered.



Street Lookup Matches RESTART CHECK-IN

Please choose address correction
 Ask voter to verbally re-confirm address
 5500 DURANGO, LAS VEGAS 89119

	Address	Precinct
CHOOSE	5500 N DURANGO DR, LAS VEGAS 89149	3716
CHOOSE	5500 S DURANGO DR, LAS VEGAS 89113	1616

EDIT ADDRESS

7. The voter will sign to confirm the updated address information and touch submit on the **SIGNATURE PAD**

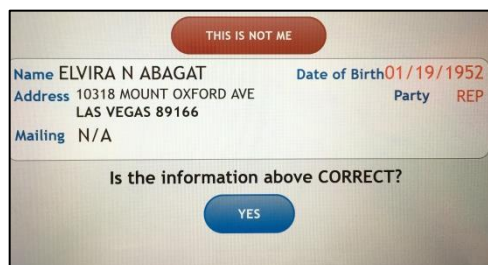
8. The "Registration Corrections" label will print. Place label on Registration Corrections Form

REGISTRATION CORRECTIONS	
*** VOTER REGISTRATION CORRECTION *** Reg #: 2352 DOB: 04/14/1959 AGUILAR, STEVEN GARCIA 7724 WHITE FLOWER CT LAS VEGAS 89131 BAILE01 - 2017-11-20 10:44:23.237	Paste Label Here
*** VOTER REGISTRATION CORRECTION *** Reg #: 741 DOB: 11/24/1971 ACUNA, DANIEL R 5500 S DURANGO DR LAS VEGAS 89113 PO BOX 1234 LAS VEGAS, NV 89110, US BAILE01 - 2017-11-20 11:08:59.707	Paste Label Here

9. The voter will now sign on the **SIGNATURE PAD** (this signature is for voting) and you can now process the voter normally. Since the voter is voting today in the precinct he is currently registered, the old address will appear on the screen. The address update will not take effect until the next election.

MAIL BALLOT VOTED

After voter confirms information on the **SIGNATURE PAD**, the “Mail Ballot Voted – Call Team Leader” Message Appears on the Screen:

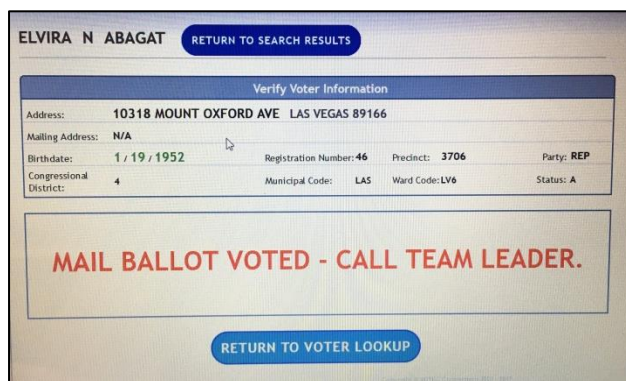


THIS IS NOT ME

Name ELVIRA N ABAGAT Date of Birth 01/19/1952
Address 10318 MOUNT OXFORD AVE LAS VEGAS 89166 Party REP
Mailing N/A

Is the information above CORRECT?

YES



ELVIRA N ABAGAT RETURN TO SEARCH RESULTS

Verify Voter Information

Address:	10318 MOUNT OXFORD AVE LAS VEGAS 89166		
Mailing Address:	N/A		
Birthdate:	1 / 19 / 1952	Registration Number: 46	Precinct: 3706
Congressional District:	4	Municipal Code: LAS	Ward Code: LV6
		Party: REP	Status: A

MAIL BALLOT VOTED - CALL TEAM LEADER.

RETURN TO VOTER LOOKUP

Ask the voter to please wait, and then notify your Team Leader.

MAIL BALLOT VOTED – VOTER WANTS TO DROP-OFF

Inform the voter you cannot take the voted mail ballot, and to please wait while you notify the Team Leader. The Team Leader will explain the options the voter has.

MULTIPLE MESSAGES

Occasionally, a voter may have multiple messages on their record. Vote Safe will bring up the messages in the appropriate order for you to take action. For example, some voters may be Inactive and also ID Required. Another example would be Mail Ballot Requested and ID Required. Some messages will require Team Leader assistance; notify your Team Leader.

NAME CHANGE

If Voter's Name Has Changed Since Voter Last Registered, Voter Is Still Eligible To Vote:

- Notify your Team Leader

NAME NOT FOUND

1. Try Finding Voter Using A Different Method, i.e.:

- Registration number
- Voter's last name, first name and middle name (first 4 letters)
- Scanning bar code on voter's sample ballot (if voter has it)
- Scanning voter's registration card (if voter has it)
- Voter's house number and first name (first 4 letters)
- Voter's house number and last name (first 4 letters)
- Voter's date of birth and first name (first 4 letters)
- Voter's date of birth and last name (first 4 letters)

2. If Voter Is Still Not Found, ask voter to wait, and notify the Team leader.

OFFLINE MESSAGE/LAPTOP PROBLEMS

1. If Vote Safe is OFFLINE and you see messages in the que, notify Kiosk Specialist to resolve the issue. **Laptop Operators may continue to process voters in the "OFFLINE" mode. Votes processed will go into a que and be uploaded automatically when the system is back online.**

Clark Voter Check-In

Count/Logs Contacts and Help Monday, Oct 23 2017 Logout

Voter Lookup CLEAR FIELDS RESET VOTER DISPLAY Live Help NEW

No messages...

System Usage
ELECTION DEPARTMENT EXPT01
OFFLINE
Voter Screen: Connected 100%
Voter Screen Battery: Check in Apps Quarant: 7

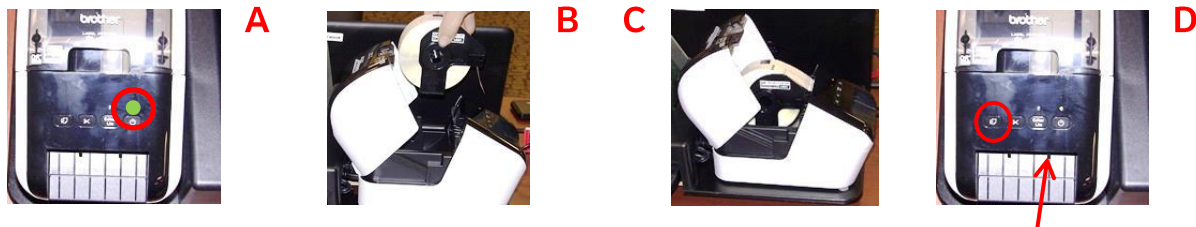
Lookup Guidelines
Search For Voters Using...

House # / Registration # 650000 Street
Last Name First Name Birthdate (MM/DD/YYYY)
(Press Enter or Click Search) SEARCH

2. If you start experiencing issues with the scanner, card activator, etc. bring it to the Kiosk Specialist's attention.

PRINTER FOR LABELS IS NOT WORKING

1. Check if green light is on. **A**
2. Check to see if printer is out of labels. If so, replace the labels using the following instructions and pictures:



- B-** Pull empty roll straight up and put new roll in; needs to sit in cradle.
C- Feed labels, coming off the top, through the front on the printer.
D- You should barely see them out the front. Close lid and press button on left.

3. If still not working, notify your Kiosk Specialist.

REACTIVATE CARD

Only reactivate a card if you have been instructed to do so by the Team Leader.

1. Look up the voter again and have voter confirm you have brought up the correct person by touching "Yes" on the **SIGNATURE PAD**

A screenshot of a digital screen displaying voter information. At the top is a red button labeled "THIS IS NOT ME". Below it, the following information is displayed: Name BETTY CORINNE GRAY, Date of Birth 11/10/1918, Address 2228 LADUE DR LAS VEGAS 89128, Party REP, and Mailing N/A. At the bottom, it asks "Is the information above CORRECT?" with a blue button labeled "YES".

2. The voter's check-in information screen will open. Click on the "Reactivate Card" button

BETTY CORINNE GRAY [RETURN TO SEARCH RESULTS](#)

Verify Voter Information

Address:	2228 LADUE DR LAS VEGAS 89128				
Mailing Address:	N/A				
Birthdate:	11 / 10 / 1918	Registration Number:	650000	Precinct:	3752
Congressional District:	4	Municipal Code:	LAS	Ward Code:	LV1
				Party:	REP
				Status:	A

VOTER CHECKED-IN

[SHOW DETAILS](#) [CANCEL CHECK-IN](#) [RE-ACTIVATE CARD](#)

[RE-PRINT LABELS](#) [RE-ACTIVATE CARD \(AUDIO\)](#)

[RETURN TO VOTER LOOKUP](#) [REGISTRATION CORRECTIONS](#)

3. Insert Card into the Card Activator (chip up) and click "Continue". Pull card out after activation is complete and give to the voter.

Activate Card [Click Here to Close Window](#)

Please insert a voter card into the activator

[Continue](#)

4. Card will activate and pop up will appear:

Please give Vote Card to the voter.

Vote Card Re-Activated.

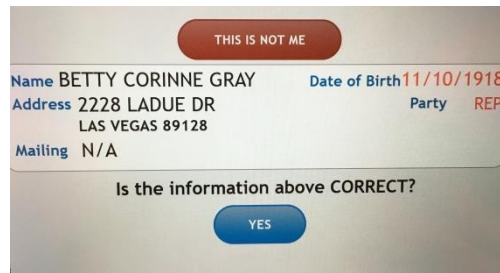
[RESET VOTER DISPLAY](#)

NOTES

REPRINT LABEL

If printer runs out of labels or jams and you need to reprint a label.

1. Look up the voter again and have voter confirm you have brought up the correct person by touching "Yes" on the **SIGNATURE PAD**.



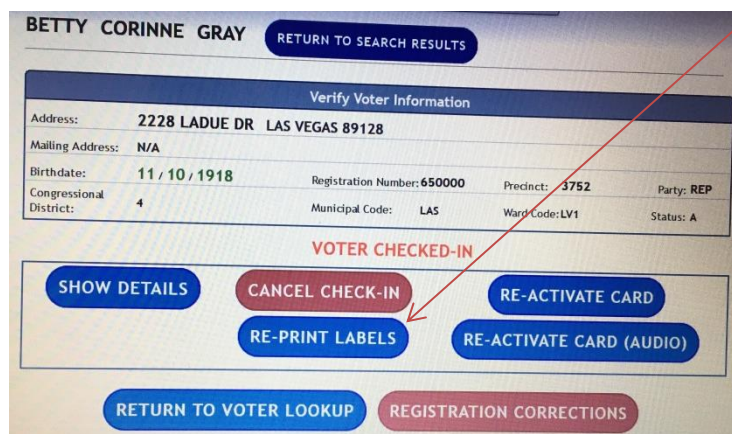
THIS IS NOT ME

Name BETTY CORINNE GRAY Date of Birth 11/10/1918
Address 2228 LADUE DR LAS VEGAS 89128 Party REP
Mailing N/A

Is the information above CORRECT?

YES

2. The voter's check-in information screen will open. Click on the "Re-print Labels" button. A new label will print.



BETTY CORINNE GRAY RETURN TO SEARCH RESULTS

Verify Voter Information

Address: 2228 LADUE DR LAS VEGAS 89128
Mailing Address: N/A
Birthdate: 11 / 10 / 1918 Registration Number: 650000 Precinct: 3752 Party: REP
Congressional District: 4 Municipal Code: LAS Ward Code: LV1 Status: A

VOTER CHECKED-IN

SHOW DETAILS CANCEL CHECK-IN RE-ACTIVATE CARD
RE-PRINT LABELS RE-ACTIVATE CARD (AUDIO)

RETURN TO VOTER LOOKUP REGISTRATION CORRECTIONS

SIGNATURE PROBLEMS

Voter Is Unable To Sign Name:

Ask voter to please wait, and then notify your Team Leader.

Signature Stamp:

- These are new procedures.
- Notify your Team Leader.

Voter's Signature Does Not Match Signature on File or No Signature Appears on Screen (NRS 293.277):

1. Notify the Team Leader or Kiosk Specialist.

REGISTRATION CORRECTIONS

Registration Corrections Include:

- address changes or corrections
- name corrections (misspelled names only)
- date of birth corrections
- This page may also be used to report duplicate registrations

NOTE: Name changes cannot be done on this screen. The voter must complete a new registration form to update name for next election, and must sign with the old name to vote in current election.

1. The voter touches "No" and tells you what is wrong.

THIS IS NOT ME

Name CATHERINE MARGARET ADAMS Date of Birth 03/04/1957
Address 5745 PARROT POINTE CT LAS VEGAS 89130 Party DEM
Mailing N/A

Is the information above CORRECT?

YES NO

2. The "Registration Corrections" box will open

The screenshot shows the 'Registration Corrections' form. Red arrows labeled A through F point to the following fields:

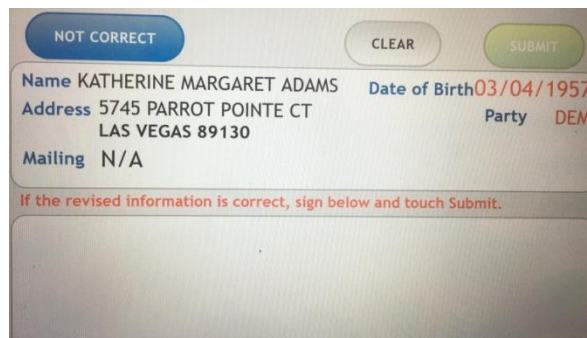
- A: Date of Birth (03/04/1957)
- B: First Name (CATHERINE)
- C: Duplicate Voter Registration Number
- D: Residential Address Number (5745)
- E: Check box for Mailing Address is same as Residential Address
- F: Mailing Address Number

- A – Birthday is updated here
- B – Misspelled Name here
- C – Duplicate Reg # put here
- F – If voter has different mailing address from residential
- D – Residential Address change or update
- E – Check box for Residential and Mailing Address the same. (If yes, must be checked to proceed with any update.)

3. Make any necessary corrections. In this example, the first name was corrected from "Catherine" to Katherine". Check box for mailing address is same as residential address and click on "Submit". **Note: "Spelling corrections only. Must re-register for name change."**

The screenshot shows the 'Registration Corrections' form after corrections. Red arrows point to the 'Submit' button and the 'Check if Mailing Address is same as Residential Address' checkbox. The form now shows 'KATHERINE' as the first name and the checkbox is checked. A red note is visible: "Spelling corrections only. Must re-register for name change."

1. The voter will be asked to verify and sign for the revised information on the **SIGNATURE PAD**. After the voter signs for the correction, a registration corrections label will print. Place label on the Registration Corrections form.

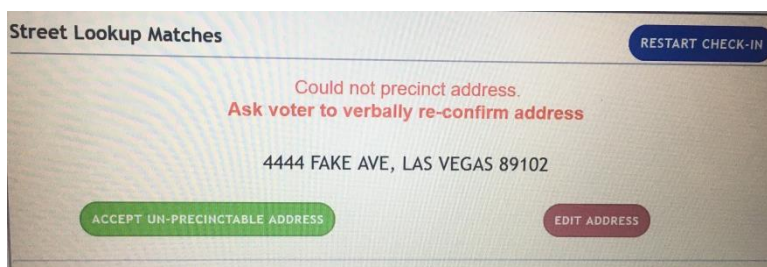


A screenshot of a digital form for registration corrections. At the top, there are three buttons: "NOT CORRECT" (blue), "CLEAR" (white), and "SUBMIT" (green). Below these, the form displays the following information: Name KATHERINE MARGARET ADAMS, Date of Birth 03/04/1957, Address 5745 PARROT POINTE CT LAS VEGAS 89130, and Party DEM. Below the address, it says "Mailing N/A". At the bottom of the form, there is a red instruction: "If the revised information is correct, sign below and touch Submit." followed by a large empty rectangular box for a signature.

2. The voter will now sign again on the KIOSK (this signature is for voting). Match signature, activate card, and the check-in label will print. Place this label on the Roster.

UN-PRECINCTABLE ADDRESS

When doing a change of address in the "Registration Corrections" box, it is possible that the address is un-precinctable. This means the system cannot find a match for this address in the street file. This message will appear:



A screenshot of a screen titled "Street Lookup Matches". At the top right is a blue button labeled "RESTART CHECK-IN". The main text in red says "Could not precinct address. Ask voter to verbally re-confirm address". Below this, the address "4444 FAKE AVE, LAS VEGAS 89102" is displayed. At the bottom, there are two buttons: "ACCEPT UN-PRECINCTABLE ADDRESS" (green) and "EDIT ADDRESS" (red).

Verify with the voter that you have entered the address correctly. If incorrect, click on "Edit Address" to correct. If the voter says the information is correct, click on "Accept Un-precinctable Address". It may be a new street that is not yet in the street file.

VOTED INCORRECT VOTER

If you think you have processed the wrong voter, stop, and notify the Team Leader.

TEAM LEADER MUST HANDLE

1. If a voter has questions about any voting procedures or about The Ballot
2. Voter Says Activation Card Was Incorrectly Activated
3. Any Of the Following Messages Appear On Screen
 - a. Already Voted
 - b. Mail Ballot Requested
 - c. Mail Ballot Voted
 - d. ID Required And Voter Does Not Have ID
4. Voter Wants Assistance in the Booth
5. Processed Wrong Voter
6. Name Changes (e.g., Due To Marriage)
7. Political Party Changes
8. Signature Discrepancies
9. Observers/Poll watchers
10. Can't Locate Voter's Name in Laptop
11. Voter Says He/She Is Not a Citizen
12. Voter wants to drop off a mail ballot

KIOSK SPECIALIST MAY HANDLE

1. Signature Discrepancies
2. Laptop, Printer, Scanner or Card Activator Problems
3. Breaks and Lunch (Team Leader to schedule) One KS will always need to be available for any offline connectivity issues.

CHAPTER 5

Breaking Down Polling Place

Kiosk Disassembly



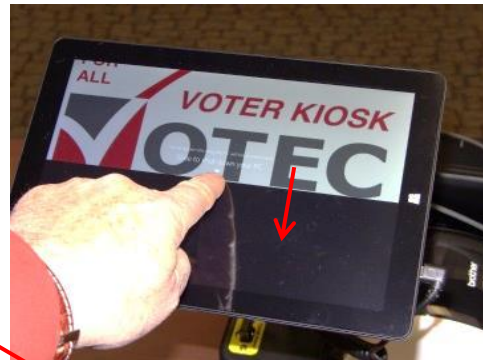
Once the Team Leader has closed polls on kiosks, taken the counts, and printed stickers, they will tell you it is ok to start breaking down the polling site, Work together with the other laptop operators to breakdown all Kiosks, associated Wi-Fi equipment and then help out where ever the Team Leader needs you.

Get Kiosk cases from the Black storage box and follow the steps to breakdown Kiosks.

(There may only be room for one case on the table between kiosks, so work together with the laptop operators) **MATCH THE CASE # TO THE KIOSK #**



Step 1- Open case and take the foam tray out. Put stylus case on table. **Make sure to match the kiosk # to the case #.**



Step 2- Make sure everything is off. Look for no red light on mouse; on the signature pad, push the off button and hold until screen saver appears. Screen will prompt you to swipe down on the screen.



Step 3- Unplug laptop power cords and route them with the card activator along the back of laptop and label printer. Remove Dongle.

Step 4- Place the dongle, cleaning pad, mouse, and stylus in recessed area in foam tray.





Step 5- Place mouse pad over the recessed area.

Step 6- Disconnect signature pad power cord from receptacle. (yellow border) Using two hands slide the signature pad off the stand.



Step 7- Place signature pad in foam tray with the screen side down onto mouse pad. Leave power cord plugged into tablet and position power cord here.

Step 8- Disconnect tablet stand. Place in foam tray. (knob end will be on top of tablet).

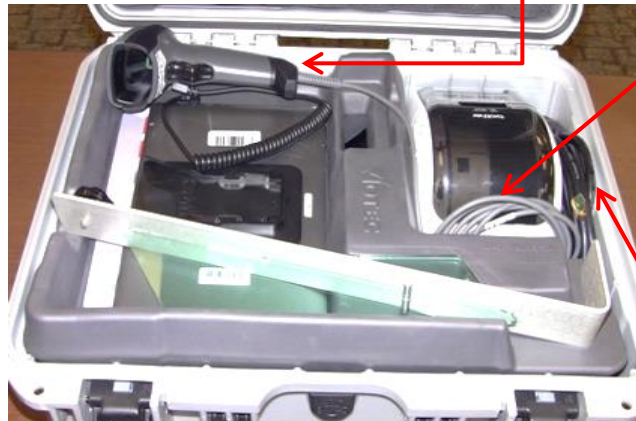


Step 9- Unplug the scanner and main power cord from the base assembly. Set on the table.



Step 10- Untuck the base straps and put base assembly into case, with the label printer to back of case. Tuck straps down along the sides.

Step 11- Place tray on base assembly in the case. Place the scanner in foam tray, with power cord tucked between the back of label printer and base.



Coil main power cord and tuck between the label printer and case.

Everything must be neat to close the lid.

Help pack up the other Kiosks and put the Kiosk cases into the large storage box.

Step 12- Help Kiosk Specialist place all cat 5 cables, surge protectors, and extension cords in the gray crates they came in.

Assist with anything else the Team Leader needs.

ELECTION DAY: Sign the payroll signature sheet at the end of the day.
Verify your name, address, and social security number are correct.

Incorrect information or failure to sign will delay your paycheck



You are free to leave when the Team Leader releases you.

LAPTOP OPERATOR'S STEPS PROCESSING THE VOTER

1. GREET VOTER AND ASK FOR VOTER'S NAME
2. LOOK UP AND CONFIRM CORRECT VOTER (ASK VOTER TO VERIFY MONTH AND DAY OF BIRTH)
3. CLICK ON VOTER'S NAME ON PICKLIST TO VIEW VOTER'S RECORD
4. ANNOUNCE VOTER'S NAME AND PARTY (PARTY IN PRIMARY ONLY)
5. REMIND VOTER TO CHOOSE LANGUAGE ON SIGNATURE PAD (IF NOT ALREADY DONE)
6. VOTER WILL CONFIRM INFORMATION ON SIGNATURE PAD
7. VOTER WILL SIGN ON SIGNATURE PAD AND TOUCH SUBMIT
8. **COMPARE SIGNATURES**
9. CLICK GREEN "**MATCH**" BUTTON ON SCREEN
10. INSERT CARD INTO CARD ACTIVATOR (CHIP SIDE UP)
11. CLICK "CONTINUE" ON SCREEN
12. LABEL WILL PRINT. PASTE LABEL ON ROSTER
13. GIVE CARD TO VOTER & DIRECT TO VOTING MACHINES
14. CLICK ON "RESET DISPLAY"